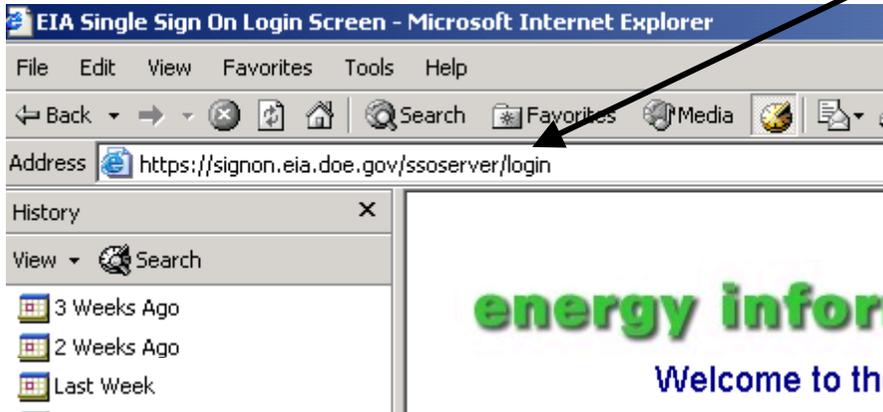


Guide to Complete SSO (Single Sign-On) Registration

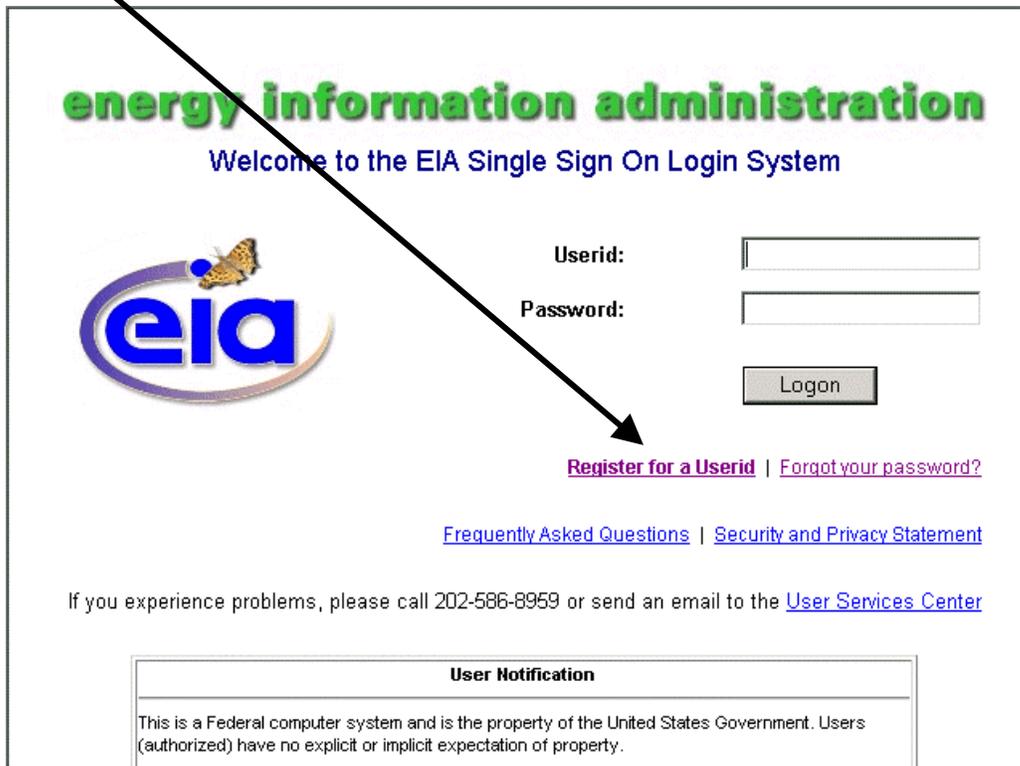
1. Open your Internet Browser, enter this address, and press Enter

Or just click on the hyperlink below:

<https://signon.eia.doe.gov/ssoserver/login>



2. In the window that opens, bypass the Userid and Password requests, and just click:
Register for a Userid



3. Type in the requested information.

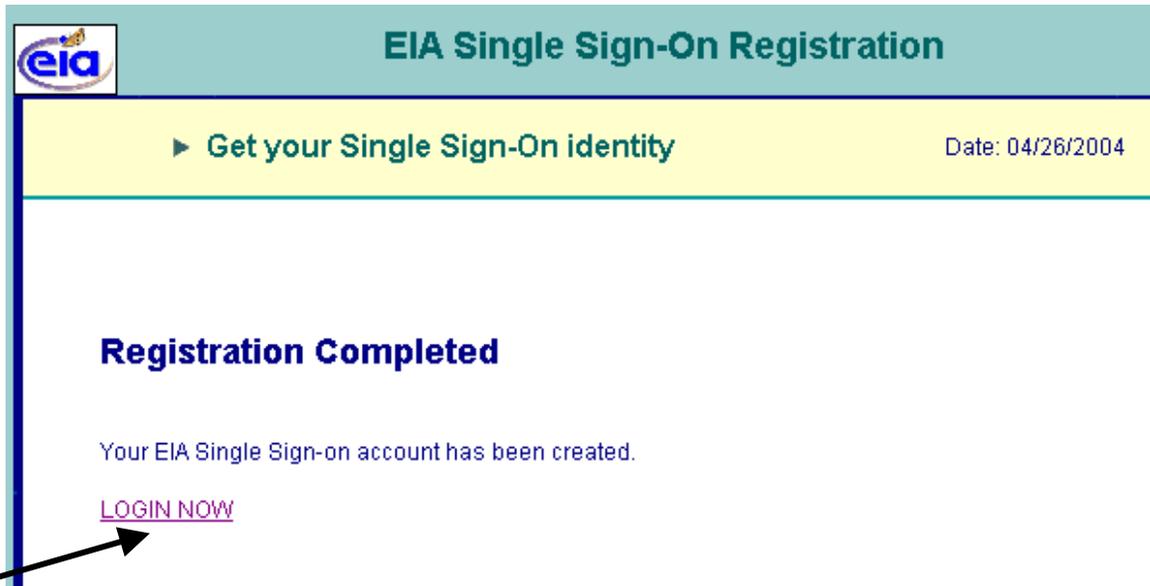
When you type your Userid, please record the Userid on paper and keep it in an accessible place. You will use this Userid to access the system in all future sessions. Please record the Userid exactly as you have typed it into the input window.

When you type your Password, please record the Password on paper and keep it in an accessible place. You will use this Password to access the system in all future sessions. **Note that the Password is case sensitive.** Please record the Password exactly as you have typed it into the input window.

The screenshot shows the 'EIA Single Sign-On Registration' form. At the top left is the 'eia' logo. The title 'EIA Single Sign-On Registration' is centered in a teal header. Below the header is a yellow banner with the text '► Get your Single Sign On identity' and 'Date: 04/14/2006' on the right. The form is divided into two main sections. The first section is titled 'Please provide some basic contact information:' and contains fields for: * First Name, * Last Name, * Phone Number (with a dropdown for area code and a hyphenated field for the number), Phone Extension, and * Email Address. A callout box with the text 'Check and make sure you entered a correct email address' has an arrow pointing to the Email Address field. The second section is titled 'Please choose a userid and password:' and contains fields for: * Userid, * Password, and * Retype Password. To the right of these fields are 'Userid Rules' (minimum 5 characters, alpha-numeric and underscores only) and 'Password Rules' (minimum 9 characters, special character, lowercase and uppercase letters, numeric character, and not including the userid). Below this is a section for security questions: 'We have compiled a list of commonly used security questions to facilitate remembering your hint answers. After selecting a question, choose a simple answer that you will be able to remember. Don't put punctuation or unusual spacing in the answer; in fact, a one word answer is best. Do not use the password rules in naming your answer.' This section includes a dropdown for '* Security Question' and a text input for '* Your Answer'. At the bottom left, there are 'Submit' and 'Cancel' buttons. A callout box with the text 'After all information is entered, click Submit' has an arrow pointing to the Submit button. A red asterisk '* Required' is placed above the Submit button.

When you type in the answer to the Security Question, please record your answer on paper and keep it in an accessible place. If you forget your password, you can use this answer to reset your password.

4. If you complete the instructions for SSO, after you click Submit, you will see:



Notice that up to this point you **have not used the Mail ID and Code** sent to you via email by EIA.

You are now ready to add your coal survey forms. This step requires you to have the Mail ID and Code EIA sent to you via email. If you have that information Click **LOGIN NOW**. Next, you will see the screen shown on the bottom half of the next page of this guide. Skip to Step 6 and continue.

If you do not have a Mail ID and Code, send email immediately to

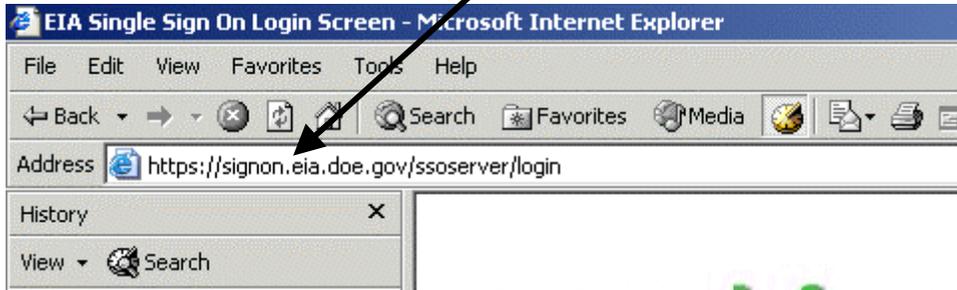
EIA-6A@eia.doe.gov

With subject line: Request for Coal Mail Id and Code

After you receive the Mail ID and Code, return here and follow the guide starting at the top of the next page.

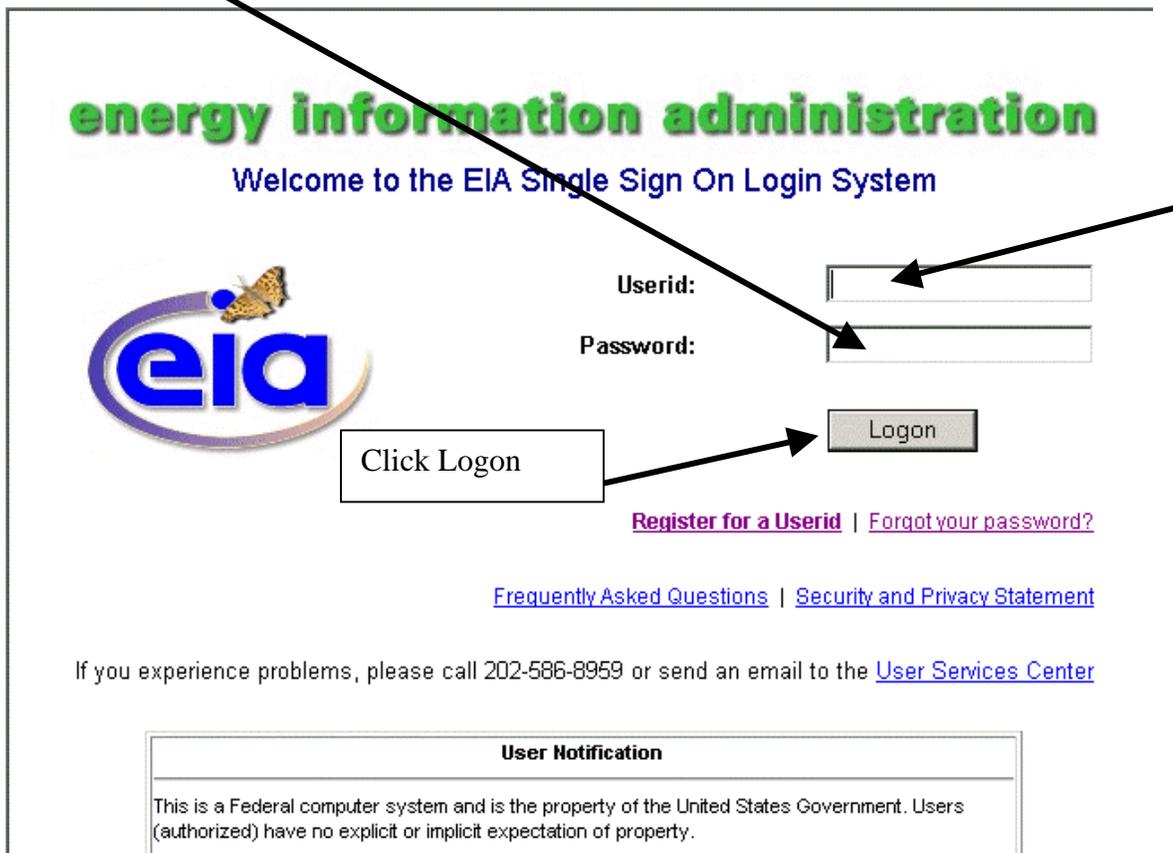
5. If not connected, open your Internet Browser, enter this address, and press Enter

<https://signon.eia.doe.gov/ssoserver/login>



6. Enter the Userid that you set at step 3 above.

Enter the Password that you set at step 3 above. Remember the Password is case sensitive.



energy information administration
Welcome to the EIA Single Sign On Login System



Userid:

Password:

[Register for a Userid](#) | [Forgot your password?](#)

[Frequently Asked Questions](#) | [Security and Privacy Statement](#)

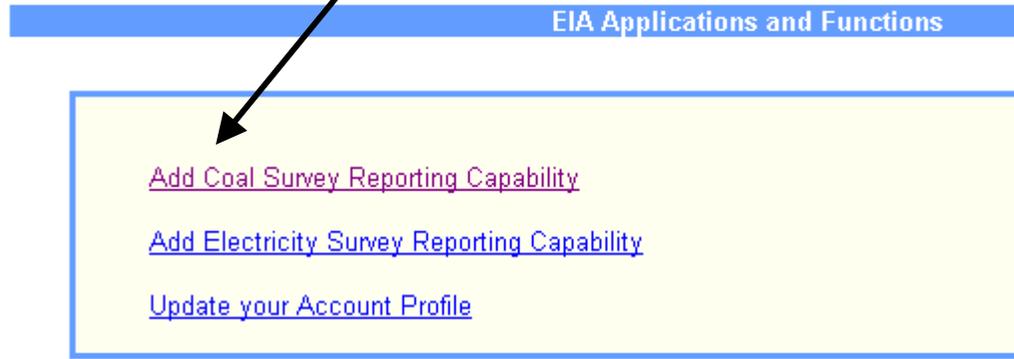
If you experience problems, please call 202-586-8959 or send an email to the [User Services Center](#)

User Notification

This is a Federal computer system and is the property of the United States Government. Users (authorized) have no explicit or implicit expectation of property.

7. In the next window—EIA Applications and Functions—click

Add Coal Survey Reporting Capability



8. In the next window, titled, Add Coal Survey Reporting Capability

Enter the special Mail Id and Code

The screenshot shows the 'EIA Coal Survey Registration' interface. At the top, there is a teal header with the EIA logo and the title 'EIA Coal Survey Registration'. Below this is a yellow banner with the text 'Add Coal Survey Reporting Capability' and a 'Date' field. The main content area contains a blue instruction box: 'To register to submit surveys online, please enter your Mail Id and Code in the fields below. If you have not received a Mail Id and Code from EIA, or if you need help, click here.' Below the instruction are two input fields: 'Enter your Mail Id:' and 'Enter your Code:'. A callout box points to the 'Mail Id' field with the text 'Enter the Mail ID that EIA sent to you via email'. Another callout box points to the 'Code' field with the text 'Enter the Code that EIA sent to you via email. The Code is case sensitive'. At the bottom, there are two buttons: 'Submit Credentials' and 'Cancel / Return to List of Applications'. A callout box points to the 'Submit Credentials' button with the text 'Click: Submit Credentials'.

This is the only time you use the special Mail Id and Code sent to you by EIA.

NOTE: The Internet Data Collection System recognizes your registration only after you complete a logon. Therefore, close your browser now. Restart your Internet browser and open the logon screen at:

<https://signon.eia.doe.gov/ssoserver/login>

Enter your self-assigned Userid and case-sensitive Password into the input windows of the Logon Screen.

Click Logon.

9. The next window should have EIA-6A as an option.

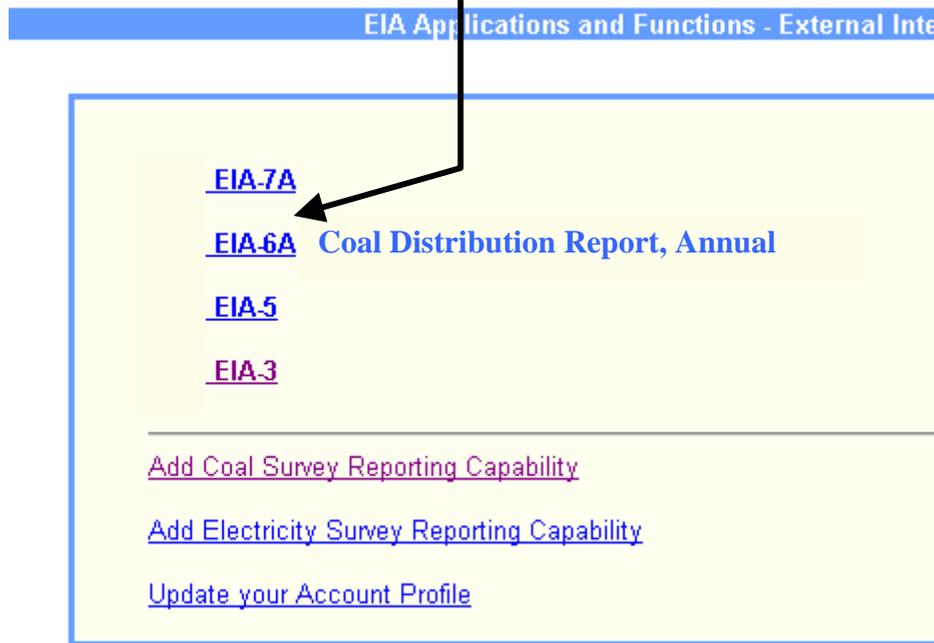
If you do not see: EIA-6A

then send email immediately to

EIA-6A@eia.doe.gov

With subject line: No EIA-6A capability

Otherwise, click **EIA-6A**



If you are responsible for submitting other forms, such as electric forms or other coal forms, you will see those options listed in this window.

In subsequent sessions, after you logon **using Userid and Password (as set by you)**, you will come to this window. You get access to your EIA-6A survey forms by clicking on:

EIA-6A

10. The next window lets you access forms for your particular sites.

Place your cursor on top of Select Site ID

A drop down list will display the site numbers you manage.

Click on the site number to access the EIA-6A data survey form

www.eia.doe.gov

eia

Coal Distribution Re

U.S. Department of Energy • Energy Information

6x183
Welcome Robin Grace,
[View/Update Profile](#)

Select Site

State - ID
Virginia - 9900017
West Virginia (Southern) - 9905174
Kentucky (East) - 9905197
Pennsylvania (Bituminous) - 9906237

Mission is to provide high quality policy-in Government, industry, and the public. This contribute to the dissemination of reliable e marketing of renewable technologies.

[Click Here for Text Only Respondent Id List](#)

Or click here for a text only list of Site Ids

If you do not see a site number or a list of site numbers

then send email immediately to

EIA-6A@eia.doe.gov

With this subject line:

No site ids for the EIA-6A